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ABSTRACT

The regulations governing the certification of teachers, qualifications for administrative, supervisory and related instructional positions, and administrative procedures for the state of Virginia are given. (JD)

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CERTIFICATION REGULATIONS FOR TEACHERS

and Qualifications for Administrative, Supervisory, and Related Instructional Positions

EFFECTIVE JANUARY 1978

Division of Teacher Education
and Certification
Department of Education
Commonwealth of Virginia
Richmond, Va. 23216

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FOREWORD

Virginia statutes, like those in other states, require that regularly employed teachers in the public schools hold certificates in accordance with "rules of certification" prescribed by the Board of Education. This certification authority reflects the belief that the education of children and youth should be safeguarded by requirements governing qualifications of applicants who want to teach in the public schools. While such requirements do not guarantee effective teaching, they do assure a minimum preparation regarded as essential for teachers throughout the state.

This bulletin incorporates certification regulations for teachers and administrative personnel that have been adopted by the board since July 1968. It reflects changes in certification requirements and in types of certificates issued and includes several new endorsement areas as well as regulations governing revocation, suspension, denial, cancellation, and reinstatement of teaching certificates.

W. E. CAMPBELL
Superintendent of Public Instruction

SECTION I

CERTIFICATION REGULATIONS FOR TEACHERS

Section 22-204 of the Code of Virginia specifies in part that:

> No teacher shall be regularly employed or paid from the public funds unless such teacher holds a certificate in full force in accordance with the rules of certification laid down by the State Board of Education; . . .

In compliance with this designated authority and responsibility, the State Board of Education prescribed the rules of certification set forth in this bulletin.

A certificate in full force is defined as any certificate or license issued by the State Board of Education under its rules and regulations.

CERTIFICATES ISSUED

Postgraduate Professional

This is a ten-year renewable certificate. It is granted to an applicant who has qualified for the Collegiate Professional Certificate, has taught successfully for three years on the elementary or secondary school level, and has attained a graduate degree from an accredited* college or university. As of July 1, 1979, this will be a five-year certificate.

Collegiate Professional

This certificate is issued initially for a period of five years from the date of qualification and is renewable for a five-year period. It is granted an applicant who has earned a baccalaureate degree from an accredited college or university and has completed the general requirements (including general education), professional education, and specific endorsement requirements hereinafter set forth.

Collegiate

This certificate may be granted for three years to an applicant who has earned a baccalaureate degree from an accredited college or university, who may not meet the general or professional education requirements but meets one or more of the specific endorsement requirements hereinafter set forth. This certificate is subject to extension for two additional years on the basis of satisfactory progress toward removal of deficiencies.

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*Accredited: The term accredited, as used in this bulletin, means an institution of higher learning approved by the Virginia Board of Education, the State Council of Higher Education in Virginia, or in the case of out-of-state institutions, by their own State Board of Education and/or by recognized regional and national accrediting agencies.

The Collegiate Certificate is a nonrenewable certificate, but may be raised to the Collegiate Professional when the applicant has completed all requirements for the Collegiate Professional Certificate.

Vocational Industrial Education

The Vocational Industrial Education Certificate will be issued for five years to qualified applicants whose basic purpose is to teach vocational trade subjects. This certificate, which may be renewed for a period of five years, will be based in part on successful work experience and in part on college credit courses.

Postgraduate Pupil Personnel Services

This is a ten-year renewable certificate. As of July 1, 1979, this will be a five-year certificate. It is granted to an applicant who is qualified for the Pupil Personnel Services Certificate, who has taught or served successfully in a pupil personnel service capacity for three years on the elementary and/or secondary school level, and has attained a graduate degree from an accredited college or university.

Pupil Personnel Services

This certificate is issued initially for a period of five years from the date of qualification and is renewable for a five-year period. It is granted to an applicant who has earned a master's degree from an accredited college or university and has completed the general requirements (including general education), professional education, and specific endorsement requirements hereinafter set forth.

Provisional Pupil Personnel Services

This provisional certificate may be issued for a period not to exceed three years to applicants who have completed all requirements for the Pupil Personnel Services Certificate except for the successful completion of the work experience and/or internship. It is a non-renewable certificate but may be raised to the Pupil Personnel Services Certificate when all requirements have been fulfilled.

HOW TO APPLY FOR A VIRGINIA TEACHING CERTIFICATE

Persons completing Virginia state-approved teacher preparation programs and those completing out-of-state programs at a college or university in a state with which Virginia has a reciprocal agreement are eligible for regular Virginia certificates upon the receipt of acceptable credentials and recommendations from appropriate institutional of-

ficials. Application forms for Virginia graduates are issued from the institutions granting the degrees; for out-of-state persons, from the Office of the Division of Teacher Education. Persons who have accepted teaching positions in Virginia should obtain the forms from the superintendent of schools in whose division they will be employed.

Prospective teachers (except applicants for Vocational Industrial Education Certificates) should not submit applications until all requirements for the baccalaureate degree have been completed.

When application is made, the following credentials must be presented by the applicant or, where appropriate, by the college or school official:

1. Application Form T. C. No. 3.
2. Official transcript(s) of all academic credits as well as credits earned after the baccalaureate degree has been received. The college or university is responsible for furnishing directly to the Department the official transcript of the applicant's credit when requested by the applicant. The institution should also submit with the transcript a recommendation (Form T. C. No. 1) regarding the professional qualifications of the applicant.
3. Student Teaching Report (Form M. F. No. 8) if appropriate.
4. Report on Teaching (Form T. C. No. 4) for applicants who have had previous teaching experience.

GENERAL REQUIREMENTS

I. Applicant must be a citizen of the United States, must be at least 18 years of age, and must possess good moral character.

II. Applicant must have good health and no disqualifying physical or emotional handicaps. Evidence of fitness to teach from the standpoint of health may be required from a qualified physician.

III. Applicant who has had teaching experience must have an acceptable rating on such teaching.

IV. Applicant must possess a baccalaureate degree with a background of 48 semester hours in general education, including a minimum of:

A. *Humanities*—12 semester hours
English Composition (required) and the balance from any of the following fields: foreign language, literature, speech, fine arts, music, or philosophy.

B. *Social Science*—12 semester hours
American history (required) and the balance from any of the following fields: history, anthropology, sociology, economics, political science, geography, or psychology.

C. *Laboratory Science and Mathematics*—12 semester hours (At least one course in each area).

D. *Health and Physical Education*—4 semester hours or equivalent
(At least one course in each area)

The remaining eight semester hours shall be selected from courses listed in A, B, and C above.

It is recommended that all teachers take a course in speech and basic economics to satisfy in part the general education requirements.

In lieu of the above requirement, a total of 60 semester hours in general education may be accepted at the discretion of the Director, Division of Teacher Education.

PROFESSIONAL EDUCATION REQUIREMENTS

Elementary (NK-1, 2, 3). . . . . 18 semester hours

The professional education program shall consist of 18 semester hours of credit designed to give understanding of the physical, emotional, intellectual, and social development of children; the relationship of the development of children to curriculum practices and instructional procedures; and the application of these understandings in student teaching. This block shall include experiences with exceptional children and provide for the prospective teacher to have knowledge in the detection of exceptional children and information about referral procedures including, but not limited to, the role of the regular classroom teacher in the development, implementation, and evaluation of individualized education programs for exceptional children. Observation of children in the school setting should be an integral part of work in all three areas. The minimum number of semester hours is stipulated for the three required areas.

AREA I: Human Growth and Development . . . . . 6 semester hours

Area I should contribute to an understanding of the development of physical traits, learning and intelligence, social and emotional behavior and personality of children from early childhood through adolescence.

AREA II: Curriculum and Instructional Procedures . . . 6 semester hours

Basic concepts and skills shall be explored in depth as they apply to levels NK-3. Multiple teaching techniques and varied instructional

materials appropriate to this level shall be emphasized.

AREA III: Student Teaching . . . . . 6 semester hours

Area III embodies the requirement in student teaching and includes opportunities for increasing involvement with children culminating in full responsibility for planning, implementing and evaluating classroom activities. A total of not less than 120 clock hours must be allotted to this course, with a minimum of at least 90 clock hours given to actual teaching. The experience must be in a public school, or in a school approved for student teaching. For this endorsement the student teaching shall be in Early Childhood Education, a portion in Kindergarten and grade 1, 2, or 3.

Elementary (4, 5, 6, 7) . . . . . 18 semester hours

The professional education program shall consist of 18 semester hours of credit designed to give understanding of the physical, emotional, intellectual, and social development of children; the relationship of the development of children to curriculum practices and instructional procedures; and the application of these understandings in student teaching. This block shall include experiences with exceptional children and provide for the prospective teacher to have knowledge in the detection of exceptional children and information about referral procedures including, but not limited to, the role of the regular classroom teacher in the development, implementation, and evaluation of individualized education programs for exceptional children. Observation of children in the school setting should be an integral part of work in all three areas. The minimum number of semester hours is stipulated for the three required areas.

AREA I: Human Growth and Development . . . . . 6 semester hours

Area I should contribute to an understanding of the development of physical traits, learning and intelligence, social and emotional behavior and personality of children from early childhood through adolescence.

AREA II: Curriculum and Instructional Procedures . . . 6 semester hours

Basic concepts and skills shall be explored in depth as they apply to levels 4-7. Multiple teaching techniques and varied instructional materials appropriate to this level shall be emphasized.

AREA III: Student Teaching . . . . . 6 semester hours

Area III embodies the requirement in student teaching and includes opportunities for increasing involvement with children culminating in full responsibility for planning, implementing, and evaluating classroom activities. A total of not less than 120 clock hours must be allotted to this course, with a minimum of at least 90 clock hours given to actual teaching. The experience must be in a public school, or in a school approved for student teaching. The student teaching experience shall be in the upper elementary grades for this endorsement.

Secondary Education. . . . . 15 semester hours

The professional education program gives some understanding of the physical, emotional, intellectual, and social development of youth. This block shall include experiences with exceptional children and provide for the prospective teacher to have knowledge in the detection of exceptional children and information about referral procedures including, but not limited to, the role of the regular classroom teacher in the development, implementation, and evaluation of individualized education programs for exceptional children. The program shall consist of a minimum of 15 semester hours of credit designed to develop competence in the following areas:

AREA I: Human Growth and Development . . . . . 3 semester hours

Area I should contribute to an understanding of the development of physical traits, learning and intelligence, social and emotional behavior, personality and adjustment, with emphasis upon childhood and adolescence.

AREA II: Curriculum and Instructional Procedures . . . 6 semester hours

Area II should contribute to the development of an understanding and skills used in teaching the subject-matter area or areas normally taught in the secondary school. For industrial arts and the vocational subjects, the six semester hours must be earned in the particular field of endorsement.

AREA III: Student Teaching. . . . . 6 semester hours

Area III embodies the requirement in student teaching which represents the application and extension of the principles acquired in all types of college courses. A total of not less than 120 clock hours must be allotted to this course, with a minimum of at least 90 clock hours given to actual teaching. The experience must be in a public school, or in a school approved for student teaching. The semester hours required in this area should be earned in the particular field of endorsement.

The holder of the Collegiate Certificate may have this certificate raised to the Collegiate Professional upon completing satisfactorily two years of teaching and nine semester hours of professional education. The nine semester hours should be distributed in Areas I and II with not less than three semester hours in each. The requirement of nine semester hours may be modified or waived in the discretion of the Superintendent of Public Instruction as provided in Section 22-204 of the Code of Virginia.

SPECIFIC ENDORSEMENT REQUIREMENTS FOR ELEMENTARY EDUCATION

Specific Course Requirements

The following specific endorsement requirements are applicable for both the NK-3 and 4-7 endorsements.

I. Reading . . . . . 6 semester hours

A. The Developmental Teaching of Reading—three semester hours, including:

Pre-reading readiness abilities
Readiness for reading at the primary level
Word recognition skills (including work analysis)
Vocabulary development
Reading comprehension abilities, including critical reading
Interpretive oral reading
Skills needed for reading in content fields
Study skills
Adaptive rates of reading

B. The Diagnostic Teaching of Reading—three semester hours, including:

Technique for evaluation of reading progress
Difficulties frequently experienced by children in learning to read
Diagnostic techniques that can be used by the classroom teacher
Differentiation of instruction to fit individual capabilities
Corrective methods for use in the classroom

II. Language Arts . . . . . 12 semester hours

The 12 semester hours shall include courses in children's literature, modern English grammar, written composition, and speech.

III. Social Science . . . . . 15 semester hours

The 15 semester hours shall include a survey course in American history and a course in basic economics and should include courses in geography and world history.

IV. Mathematics. . . . . 6 semester hours

The six semester hours shall include instruction in the fundamental concepts of mathematics relevant to the elementary school. Laboratory and discovery techniques should be emphasized for the practical application of these concepts and reinforcement at each level.

V. Science . . . . . 6 semester hours

The six semester hours shall include a course on the approach to science instruction for elementary children. Additionally, there shall be a course involving laboratory experience.

VI. Art and Music . . . . . 6 semester hours

The six semester hours shall include a course in art and a course in music, both at the elementary level. Emphasis should be placed upon teaching the child to develop creative expression.

VII. Health and Physical Education. . . . . 6 semester hours

The six semester hours shall include instruction in school health education (health services, healthful school environment, safety, and health instruction) and physical education instruction and activities appropriate to the grade levels involved.

Adding an Additional Elementary Endorsement

A holder of the NK-3 endorsement who desires the grades 4-7 endorsement shall satisfactorily complete one year's experience at the 4-7 level (or teaching under supervision—at least 120 clock hours) and a three (3) semester hour course under Area II of professional education. This course shall be geared to instructional procedures at the 4-7 level.

A holder of the grades 4-7 endorsement who desires the NK-3 endorsement shall complete satisfactorily one year's experience at the NK-3 level (or teaching under supervision—at least 120 clock hours) and a three (3) semester hour course under Area II of professional education. This course shall be geared to instructional procedures at the NK-3 level.

SPECIFIC ENDORSEMENT REQUIREMENTS FOR HIGH SCHOOL SUBJECTS

Endorsements authorizing an applicant to teach specific subjects in Virginia high schools may be listed on the Postgraduate Professional Certificate, the Collegiate Professional Certificate, and the Collegiate Certificate.

Endorsement requirements for a specific subject field are inclusive of any requirements specified in that field under general education for all teachers. For example, the thirty semester hours required for an endorsement to teach English include the English Composition specified in general education.

Agricultural Education

I. Completion of curriculum prescribed for preparing teachers of vocational agriculture in a college approved for this work and for which the degree of Bachelor of Science in Agricultural Education is given.

In exceptional cases an applicant may also qualify for an endorsement to teach Agricultural Education upon completion of the requirements for the baccalaureate degree in a specialized area of agriculture such as agricultural engineering, animal science, dairy science, and horticulture. Selected prescribed courses in Agricultural Education shall also be completed.

Courses should include plant and animal science, soil and water management, farm and home electrification, agricultural mechanics, farm management, agricultural economics, agricultural bookkeeping and accounting.

II. Applicant shall have a sound background of agricultural experience, preferably farm reared.

Art . . . . . 30 semester hours

I. Design, Drawing, Painting, Graphics (Studio) . . . . . 12 semester hours

II. Sculpture, Ceramics, Crafts . . . . . 12 semester hours
Sculpture—6 semester hours
Ceramics and Crafts—6 semester hours

III. History, Appreciation of Art . . . . . 6 semester hours

Business Education

An applicant may qualify for endorsement in selected areas of business education by completing 45 semester hours as follows:

Business Education—General Office Procedures . . . 45 semester hours

Shall include: accounting—12 semester hours, business principles and management—12 semester hours, office systems—12 semester hours, and typewriting—9 semester hours.*

(Endorsed to teach: basic business, bookkeeping, office procedures, and typewriting)

Business Education—Stenography . . . . . 45 semester hours

Shall include: business principles and management—12 semester hours, office systems—9 semester hours, accounting—6 semester hours, and stenography—18 semester hours.*

(Endorsed to teach: basic business, office procedures, recordkeeping, shorthand, and typewriting)

Business Education—Bookkeeping-Data Processing 45 semester hours

Shall include: accounting—12 semester hours, business principles and management—12 semester hours, data processing—12 semester hours, office systems—6 semester hours, and typewriting—3 semester hours (or prior skill in typewriting)

(Endorsed to teach: basic business, bookkeeping and accounting, data processing, and office procedures)

* In the cases of students who on account of previously acquired proficiency in typewriting and shorthand are admitted to advanced courses, the credit requirements will be reduced if the student passes the most advanced course offered by the college.

Business Education (separate subject endorsements)

Bookkeeping and Accounting . . . . . 12 semester hours

Basic Business . . . . . 12 semester hours

Data Processing . . . . . 12 semester hours

Office Systems and Procedures . . . . . 12 semester hours

This includes office machines or clerical practice and such other subjects in the area of office systems and procedures as office management, filing, and business communications. Prerequisite — 6 semester hours in typewriting.*

Shorthand and Typewriting . . . . . 15 semester hours

This shall include 9 semester hours in shorthand* and 6 semester hours in typewriting.*

Distributive Education . . . . . 18 semester hours

Completion of curriculum prescribed for preparing teachers of distributive education in a college approved for this work, and for which the degree of Bachelor of Science is given.

I. A minimum of 18 semester hours in technical courses such as marketing, retailing, wholesaling and/or service functions in the field of distribution is required.

II. Applicant must show evidence of adequate occupational experience in the field of distribution.

Dramatics . . . . . 12 semester hours

Driver Education . . . . . 6 semester hours

An applicant may qualify for *endorsement in driver education on a regular certificate* by completing the following recognized college credit courses:

I. A basic driver education course (3 semester hours) consisting of both classroom instruction and supervised experience in actual practice driving (behind-the-wheel) instruction.

II. A course in general safety education (3 semester hours)

*In the cases of students who on account of previously acquired proficiency in typewriting and shorthand are admitted to advanced courses, the credit requirements will be reduced if the student passes the most advanced course offered by the college.

Or

An advanced course in driver education (3 semester hours)

English . . . . . 30 semester hours

The requirement of a minimum of 30 semester hours shall include courses in English literature, American literature, language, and composition and should also include a course in advanced composition and Modern English Grammar.

English and Speech (Public Speaking) . . . . . 36 semester hours

The applicant must present 30 semester hours in English (including courses in English literature, American literature, language, and composition) and 6 semester hours in speech.

English and Journalism . . . . . 36 semester hours

The applicant must present 30 semester hours in English (including courses in English literature, American literature, language, and composition) and 6 semester hours in journalism.

English and Dramatics . . . . . 36 semester hours

The applicant must present 30 semester hours in English (including courses in English literature, American literature, language, and composition) and 6 semester hours in dramatics.

Foreign Languages (Modern) . . . . . 30 semester hours

The applicant must present 30 semester hours of a specific language, including the beginning, intermediate, and other courses which may have been taken prior to college study.

For endorsement in a second modern language the applicant must present 24 semester hours of a specific language, including the beginning, intermediate, and other courses which may have been taken prior to college study.

A candidate who has mastered a foreign language without having studied it in an accredited college must take the following sections of the Modern Language Association Proficiency Tests for Teachers and Advanced Students: listening comprehension, speaking, reading, writing, civilization and culture, and professional preparation. A candidate must rank above the 25th percentile on each section, and his average rank on the total of all parts must be above the average of the scores.

Latin . . . . . 24 semester hours

The applicant must present 24 semester hours of Latin, including the beginning, intermediate, and other courses which may have been taken prior to college study.

For endorsement in Latin as a second foreign language the applicant must present 18 semester hours of Latin, including the beginning, intermediate, and other courses which may have been taken prior to college study.

Health and Physical Education

Health Education NK-7, 8-12, NK-12*

An applicant may qualify for endorsement in Health Education by completing thirty-six semester hours as follows:

I. Scientific Background Area . . . . . 12 semester hours
Shall include: human anatomy and physiology; biology; chemistry; and microbiology.

II. Behavioral or Social Sciences Area . . . . . 6 semester hours
Shall include: child and adolescent psychology; and sociology/philosophy of man.

III. Health Education Area . . . . . 6 semester hours
Shall include: administration of the school health program (including health instruction, health services, and healthful school environment, evaluation, and health counseling); and school and community relationships related to health.

IV. Basic Health Content Area . . . . . 12 semester hours
Shall include: Courses covering personal and community problems including drugs, smoking, nutrition, fitness, consumer health, environmental health, health careers, disease prevention, safety, first aid, mental and emotional health including family living and sex education.

*Health and Physical Education** NK-7, 8-12, NK-12*

An applicant may qualify for endorsement in Health and Physical Education by completing forty-two semester hours as follows:

* It is recommended that a Health Education major become endorsed to teach Driver Education by successfully completing an additional three-semester-hour course in Driver Education.

** It is recommended that a Health and Physical Education major become endorsed to teach Driver Education by successfully completing an additional three-semester-hour course in Driver Education.

I. Scientific Background Area . . . . . 9 semester hours
Shall include: human anatomy and physiology; and kinesiology.

II. General Theory in Health, Physical Education, and Safety Area . . . . . 12 semester hours
Shall include: history and principles of physical education; administration of physical education; motor learning, adapted physical education; and measurement and evaluation in health and physical education.

III. Health and Safety Education Area . . . . . 9 semester hours
Shall include: personal and community health problems including drugs, smoking, nutrition, fitness, consumer health, environmental health, disease prevention, mental health, family living and sex education; first aid and safety; and the school health program (health instruction, health services, healthful school environment).

IV. Physical Education Activities Area . . . . . 12 semester hours
Shall include: physical education for the elementary school including movement education; gymnastics; aquatics; individual and dual sports; team sports and games; rhythms and dance; and outdoor education.

Effective July 1, 1982, the joint endorsement, *Health and Physical Education* will no longer be in effect. For the academic year 1983-84, no division should employ a person with the Health and Physical Education endorsement alone if this would be an initial employment.

Physical Education NK-7, 8-12, NK-12

An applicant may qualify for endorsement in Physical Education by completing thirty-six semester hours as follows:

I. Scientific Background Area . . . . . 9 semester hours
Shall include: human anatomy and physiology; and kinesiology.

II. General Theory in Physical Education . . . . . 12 semester hours
Shall include: history and principles of physical education; administration of physical education; motor learning; adapted physical education; and measurement and evaluation in physical education.

III. Health and Safety Area. . . . . 3 semester hours*
Shall include: first aid and safety.

* With an additional three-semester-hour course in Driver Education, one could be endorsed in Driver Education.

IV. Physical Education Activities Area . . . . . 12 semester hours
Shall include: physical education for the elementary school including movement education, aquatics, gymnastics; individual and dual sports; team sports and games; rhythms and dance; and outdoor education.

History and Social Science . . . . . 42 semester hours

The credit shall be distributed as follows:

History . . . . . 18 semester hours

Government . . . . . 12 semester hours

Geography . . . . . 6 semester hours

Economics . . . . . 6 semester hours

This endorsement permits an applicant to teach any of the above-listed subjects.

History . . . . . 24 semester hours

(Selected in not less than two of the following: American history, ancient history, English history, European history, world history, and contemporary affairs)

Economics . . . . . 18 semester hours

Geography . . . . . 18 semester hours

Government . . . . . 18 semester hours

Sociology . . . . . 18 semester hours

An applicant for a separate endorsement in history, geography, government, sociology shall be required to complete a course in basic economics.

Home Economics, Vocational . . . . . 45 semester hours

I. The Family and Child Development . . . . . 9 semester hours

II. Housing, Home Furnishing and Equipment . . . . 9 semester hours

III. Foods and Nutrition . . . . . 9 semester hours

IV. Clothing and Textiles . . . . . 9 semester hours

V. Family Economics and Home Management . . . . 9 semester hours

Industrial Arts Education . . . . . 30 semester hours

Thirty semester hours must be completed from at least two of the following major areas with a minimum of 10 semester hours in each of

two areas. The remainder of the 30 hours may come from the same two areas or from the third area.

I. Communications (drawing and design, graphic arts, electricity and electronics, and the like)

II. Manufacturing and Construction (woodworking, metalworking, plastics, textile, ceramics, and the like)

III. Power and Transportation (aeronautics, automotive, marine, hydraulics, mechanics, chemical, and the like)

Industrial Cooperative Training

Applicant must be a graduate of an approved four-year vocational education program for industrial cooperative training coordinators.

Or

Applicant must have a baccalaureate degree and

I. Two or more years of successful teaching experience.

II. A course in administration and coordination of industrial cooperative training (or the equivalent). . . . . 3 semester hours

III. A course in methods and development of related instructional materials for industrial cooperative training (or the equivalent) . . . . . 3 semester hours

IV. Acceptable experience in business and/or industry.

Journalism . . . . . 12 semester hours

Library Science . . . . . 18 semester hours

I. Materials: Selection and Use . . . . . 12 semester hours
Courses in each of the following:
Children's Literature
Adolescent and Adult Literature
Reference & Bibliography
Non-Book Resources

II. Organization and Operation of a Library . . . . . 6 semester hours
Courses in each of the following:
School Library Administration
Technical Processing

III. Directed School Library Service . . . . . 3 semester hours*
(Must include methods of teaching the use of materials)

* The 3 semester hours credit in Directed School Library Service is a part of the professional education requirements. Two years of successful experience as a librarian will satisfy the requirement of the Directed School Library Service, but no credit will be assigned.

Mathematics

A. All high school mathematics . . . . . 27 semester hours
Shall include a course in analytic geometry and calculus and should include courses in modern algebra, geometry, and probability and/or statistics.

B. Mathematics (Pre-Algebra). . . . . 16 semester hours
Teachers of the following subjects only:
Eighth-and ninth-grade arithmetic, consumer mathematics and basic mathematics.

Mechanical Drawing . . . . . 6 semester hours

Music . . . . . 36 semester hours

I. Performance. . . . . 18 semester hours
Distribution should be as follows:
Applied Music Major—8 semester hours, Applied Music Minor—3 semester hours, Conducting—3 semester hours, Other—4 semester hours.

II. Basic Musical Knowledge . . . . . 18 semester hours
Distribution should be as follows:
Music Theory—12 semester hours, Music History and Literature—6 semester hours.

Psychology . . . . . 24 semester hours

Psychology is not taught in many high schools, but if an endorsement is sought, the courses should include six semester hours of General Psychology and eighteen additional semester hours in suitable advanced courses such as Educational Psychology, Adolescent Psychology, Child Psychology, and the like.

Reading

This endorsement makes provision for the certification of teachers of reading for secondary schools. In addition, it provides for the certification of teachers of reading in the elementary schools where persons to be certified do not hold an elementary endorsement.

The applicant for this endorsement must qualify for the Collegiate Professional Certificate and have a total of 24 semester hours with a minimum of 12 semester hours of credit with at least one course in each of the following:

a. Survey of Reading, the Teaching of Language Arts, or the

Teaching of English
b. Developmental Teaching of Reading or Teaching Reading in the Secondary School
c. Diagnostic Teaching of Reading
d. Practicum in Diagnostic and Remedial Techniques in Reading

In addition to the above, the applicant must also have 12 semester hours from the following:

a. Measurement and/or Evaluation
b. Child and/or Adolescent Psychology
c. Psychology, including such aspects as personality, cognition, and learning behavior*
d. Literature for Children and/or Adolescents
e. Linguistics in Reading
f. Learning Disabilities
g. Individualization of Instruction
h. Speech and/or Learning Disorders
i. Educational Psychology
j. Survey of Exceptional Children

Since the program described above represents a major in the teaching of reading, courses comprising the major should be above and beyond courses needed to meet general certification requirements.

Science

Biology . . . . . 24 semester hours

Shall include a laboratory course in introductory biology. In addition a year's course in organic chemistry, physics, and mathematics should be completed.

Chemistry . . . . . 24 semester hours

Shall include courses in general principles and organic, analytical, and physical chemistry. In addition a year's course in biology, physics, and mathematics should be completed.

Earth Science . . . . . 24 semester hours

Shall include a one-year course in general college geology and a course in two of the following: astronomy, meteorology, oceanography, and physical geography.

* These experiences in Psychology should be beyond those required for professional certification and may be earned in such courses as Advanced Educational Psychology, Learning Theory, Advanced Human Growth and Development, etc.

General Science (Grades 8 and 9) . . . . . 24 semester hours

This requirement must include credit in at least three of the science fields (biology, chemistry, physics, or earth science).

Physics . . . . . 20 semester hours

Physics, alternate endorsement . . . . . 16 semester hours

All persons with a college major in astronomy or with endorsement in biology, chemistry, or mathematics (all high school subjects) shall be endorsed in physics with 16 semester hours in physics, eight semester hours of which must be in courses above the introductory level which use calculus.

Speech (Public Speaking) . . . . . 12 semester hours

Trade and Industrial Education

Day Trade or Technical Subjects

A. An applicant must have completed the baccalaureate degree in vocational industrial education in an institution approved for this work. The curriculum must have provided for work experience in the trade or technology the applicant wishes to teach. The work experience requirement may have been met through either of the following procedures:

1. Completed a supervised internship in the trade or technology of sufficient length to develop competency in the subject to be taught.
2. Equivalent credit granted for previous experience in the trade or technology, which of itself will insure competency in the skills and knowledge of the subject to be taught.

Work experience acquired through either of the two procedures, and submitted for certification, must meet the provisions of the Virginia State Plan for Industrial Education.

Or

B. An applicant already holding a regular Virginia teaching certificate:

1. Must have completed 6 semester hours of credit in professional education specifically related to the field of vocational industrial education. (Courses substituted in the field of practical nurse training may be given separate approval.)
2. Must submit evidence of competency in the trade or technology he desires to teach. Skill and knowledge com-

petency in the area of endorsement may be determined through an evaluation of the applicant's work experience.

C. Applicant with less than a baccalaureate degree

A Vocational Industrial Education Certificate will be awarded for a period of five years to an applicant for a teaching position in industrial education who meets the following requirements:

1. Is a graduate of an accredited high school (or holds a General Education Development Certificate).
2. Fulfills General Requirements I, II, and III of certification regulations.
3. Has adequate apprentice-level training and a minimum of two years of bona fide journeymen-level experience in the field he plans to teach.
4. Is recommended for certification by the State Supervisor of Industrial Education.

SPECIFIC ENDORSEMENT REQUIREMENTS FOR SPECIAL EDUCATION

An applicant for endorsement to teach special classes of exceptional children must qualify for the Collegiate Professional Certificate.

CRIPPLING CONDITIONS . . . . . 27 semester hours

General . . . . . 6 semester hours

Survey of Special Education
Pupil Evaluation (including Tests and Measurements)

Specific . . . . . 15 semester hours

Characteristics of Children with Crippling Conditions
Procedures for Teaching Children with Crippling Conditions
Medical Aspects of Crippling and Special Health Conditions
Student Teaching with Children with Crippling Conditions (6 semester hours)

Related . . . . . 6 semester hours

Adapted Physical Education
Arts and Crafts
Characteristics of the Mentally Retarded
Emotional Disorders of Children
Mental Hygiene

Psychology of Exceptional Children
Rehabilitation Techniques

EMOTIONALLY DISTURBED . . . . . 30 semester hours

General . . . . . 6 semester hours

Survey of Special Education
Pupil Evaluation (including Tests and Measurements)

Specific . . . . . 18 semester hours

Emotional Disorders of Children
Child and Adolescent Psychology
Remedial Techniques in Language Arts
Procedures for Teaching the Emotionally Disturbed
Student Teaching:

3 semester hours of supervised practicum in an educational setting and 3 semester hours of full-time internship in an interdisciplinary setting (6 semester hours)

Related . . . . . 6 semester hours

Arts and Crafts
Juvenile Delinquency
Mental Hygiene
Psychology of Exceptional Children
Rehabilitation Techniques
Remedial Arithmetic

HEARING DISORDERS . . . . . 33 semester hours

General . . . . . 9 semester hours

Psychology of Exceptional Children
Audiology-Measurement of Hearing
Anatomy and Physiology of Auditory and Vocal Mechanisms

Specific . . . . . 18 semester hours

Aural Rehabilitation—Speech and Language Development for the Deaf
Aural Rehabilitation—Lipreading and Auditory Training
Psychological and Emotional Problems Related to Deafness

Procedures for Teaching the Deaf

Student Teaching with Deaf and Hard of Hearing (6 semester hours)

Related . . . . . 6 semester hours

Phonetics

Linguistics

Audiology—Clinical Audiology

Research in Deafness, Speech and Hearing

Survey of Special Education

LEARNING DISABILITIES . . . . . 27 semester hours

Qualify for a Collegiate Professional Certificate, including the student teaching requirements and complete one or more courses in each of the following:

Human Growth and Development

Teaching of Reading

Teaching Elementary Mathematics

Pupil Evaluation (including Tests and Measurements)

Complete the Specific Endorsement Requirements as follows:

General:

Survey of Exceptional Children . . . . . 3 semester hours

Psychoeducational Diagnosis . . . . . 3 semester hours

Principles of Learning such as: Behavioral Psychology, Behavior Modification, Reinforcement Theory, Advanced Educational Psychology, etc. . . . . 3 semester hours

Specific:

Characteristics of Children with Learning Disabilities . . . . . 3 semester hours

Teaching Children with Learning Disabilities . . . 3 semester hours

Supervised Practicum and Student Teaching of Children with Learning Disabilities . . . . . 6 semester hours

Related: (Any of the following) . . . . . 6 semester hours

Remedial Reading

Remedial Arithmetic
Abnormal Psychology
Language Disorders
Rehabilitation Techniques
Other—Characteristics of children related to other areas of exceptionality

MENTALLY RETARDED . . . . . 27 semester hours

General . . . . . 6 semester hours

Survey of Special Education
Pupil Evaluation (including Tests and Measurements)

Specific . . . . . 15 semester hours

Characteristics of Mentally Retarded
Language Arts for the Mentally Retarded
Curriculum and Methods for Teaching the Mentally Retarded with attention to teaching in the groups listed below:

1. Primary age group (educable)
2. Intermediate age group (educable)
3. Secondary age group (educable)
4. Severely retarded (trainable)

Student Teaching with Mentally Retarded Children (6 semester hours)

Related . . . . . 6 semester hours

Arts and Crafts
Mental Hygiene
Psychology of Exceptional Children
Rehabilitation Techniques

PRESCHOOL HANDICAPPED

The following should serve as guidelines in the preparation of teachers of preschool handicapped children. These guidelines apply both to center-based and home-based teachers.

1. Each teacher for the preschool handicapped, prior to eligibility for this endorsement, shall possess a Collegiate Professional Certificate and shall have at least two years' experience, under

this certificate, as an elementary school or special education teacher.

2. Those who complete "State-Approved" programs shall be eligible for this endorsement.
3. The applicant must complete successfully 30 semester hours or the equivalent from courses designed to develop the following competencies with at least fifty per cent of this work being earned at the graduate level.

   (a) General knowledge of major handicapping conditions to include: characteristics, etiology, diagnosis, and intervention.

   (b) Understanding of normal growth and development from birth to age five.

   (c) Specialized preparation for working with children with severe and profound handicapping conditions.

   (d) Demonstrated ability to identify and use appropriate diagnostic procedures for developing individualized education programs and instructional plans.

   (e) Demonstrated ability to communicate effectively with parents, referral agencies, and other non-school groups.

   (f) Demonstrated ability to develop, implement and monitor individual educational programs.

   (g) Demonstrated general knowledge of program administration and supervision to include legal requirements, state and local policies, financing, organization, and evaluation strategies.

   (h) Completed successful supervised experience with young handicapped children. Experience should include exposure to a wide range of handicapping conditions and varied degrees of severity. This portion of the program shall consist of at least 10, but not more than 15 percent of the total coursework requirement and must be taken at the graduate level.

   (i) Course work considered relevant to the guidelines is listed below:

   Area (a)—*Advanced Study of the Exceptional Child* or *The Exceptional Child* . . . . . 3 semester hours

   Area (b)—*Human Growth and Development* or *Advanced Developmental Psychology* . . . . . 3 semester hours

   Area (c)—*Methods and Materials for Teaching Severe, Profound, and Multihandicapped Children* . 3 semester hours

   Area (d)—*Design of Preschool Handicapped Individ-*

ualized Education Programs . . . . . 3 semester hours

Area (e)—*Seminar on Current Problems and Issues in Special Education* or *Working with Parents of Young Children* . . . . . 3 semester hours

Area (f)—*Assessment of Young Handicapped Children*. . . . . 3 semester hours

Area (g)—*Developmental Progress Management Systems* . . . . . 3 semester hours

Area (h)—*Internship—Preschool Handicapped* (two years of successful teaching experience in that area may be substituted for this if recommended by the division superintendent.) . . . . . 6 semester hours

Electives—*Methods, Materials, and Curriculum for Young Handicapped Children* and/or *Diagnosis of Learning Disabilities in Children* . . . . . 3-6 semester hours

SPEECH DISORDERS. . . . . 33 semester hours

Basic Areas . . . . . 24 semester hours

Speech Pathology—(Introduction and one additional course in pathology) . . . . . 6 semester hours

Anatomy and Physiology of Ear and Vocal Mechanism . . . . . 3 semester hours

Phonetics . . . . . 3 semester hours

Audiology (Measurement & Interpretation) . . . . 3 semester hours

Clinical Procedures in Diagnosis and Correction (three of the following): Articulation, Stuttering, Cleft Palate, Cerebral Palsy, Language Disorders . . . . . 9 semester hours

Related Areas . . . . . 6 semester hours

Survey of Special Education

Hearing Rehabilitation

Organic Speech Disorders

Psychology of Exceptional Children

Speech for the Mentally Retarded

Pupil Evaluation (including Tests & Measurements)

Student Teaching (in educational setting) . . . . . 3 semester hours

Clinical Practicum

Supervised clinical practicum and observation of 225 clock hours with speech and hearing handicapped children. These hours can include the supervised student teaching of children with speech and hearing disorders along with the clinical practicum; a minimum of 25 clock hours with hearing impaired children in an educational setting or training clinic.

VISUALLY IMPAIRED. . . . . 30 semester hours

General . . . . . 6 semester hours

Survey of Special Education

Pupil Evaluation (including Tests and Measurements)

Specific . . . . . 18 semester hours

Anatomy, Physiology, and Diseases of the Eye

Nature and Needs of Visually-Impaired Children

Reading and Writing of Braille

Procedures for Teaching Visually-Impaired Children

Student Teaching with Visually-Impaifed Children (6 semester hours)

Related . . . . . 6 semester hours

Mental Hygiene

Orientation, Mobility and Travel of the Visually Impaired

Psychology of Exceptional Children

Rehabilitation Techniques

SECTION II

QUALIFICATIONS FOR ADMINISTRATIVE, SUPERVISORY, AND RELATED INSTRUCTIONAL POSITIONS

DIVISION SUPERINTENDENT OF SCHOOLS*

Personal Qualities

Eligibility shall be limited to individuals whose records attest good

* Persons interested in this endorsement should contact the Deputy Superintendent of Public Instruction.

character and demonstrated ability as an educational administrator.

Education

The applicant shall have earned sixty (60) semester hours of graduate work from an institution of higher learning accredited by the State accrediting agency and shall hold the Master's degree or be pursuing a Doctoral program approved by any such accredited institution.

The applicant shall have completed some graduate work in the following areas: history or philosophy of education, courses designed to develop competence in supervision and curriculum development, administration, finance, law, plant, personnel management or school-community relations, research or statistical methods.

Experience

The applicant shall have had at least five years of satisfactory and full time experience in administration and/or supervision in public schools.*

(a) This experience shall have been acquired in the principalship(s) and/or positions within the central administrative offices of the school division or district.

(b) A maximum of two years of this requirement may be met through full time experience in the assistant principalship.

(c) Certification as to whether the applicant has served satisfactorily in full time positions of administration and/or supervision must be mailed directly to the Department of Education by the division or district superintendent(s).

Recency of Professional Education and/or Experience and Status Report

A portion of either professional education and/or experience shall have been within a period of four years immediately prior to the application. An individual not serving as a division superintendent is required to complete a status report every four years. The report should include current information on the individual relating to current position, professional growth activities, and other pertinent factors. The Department of Education will request the status report early in the school year prior to commencement of new term for division superintendents.

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* Comparable experience in accredited private schools or other educational systems may be accepted upon the recommendation of the State Superintendent of Public Instruction and the approval of the State Board of Education.

Conditions

Superintendents in office in Virginia as of November 1, 1967 shall not be required to meet these qualifications so long as they serve continuously in such positions in Virginia.

Persons on the eligible list as of November 1, 1967 who did not meet the education requirement effective that day shall submit to the Department official transcripts of graduate work in support of at least six (6) semester hours beyond the Master's degree each two years thereafter until such time as they meet the new academic requirement. Any such person who does not comply with this requirement will be removed from the eligible list.

PRINCIPALS

*Elementary School Principal**

1. Hold the Postgraduate Professional Certificate.
2. Have demonstrated the leadership qualities and personal characteristics necessary for working effectively with pupils, teachers, and parents as attested to by a division superintendent of schools or the chief administrative officer of a private school or by an official in an institution of higher learning who is in a position to evaluate the applicant's qualifications.
3. Have successfully completed a minimum of fifteen semester hours with at least one graduate course in each of the following areas:

   School Administration
   Supervision of Instruction
   Elementary School Curriculum Development
   School Law
   School-Community Relations

4. Have at least three years of successful experience as a teacher, administrator, or supervisor, at least one year of which must have been at the elementary school level.
5. The applicant's course of study shall include, at the graduate or undergraduate level, training in drug education. Such training may constitute a separate course or may be included in one or more of the courses listed under Item 3 above.

*Secondary School Principal**

1. Hold the Postgraduate Professional Certificate.

* These requirements apply to assistant principals as well.

2. Have demonstrated the leadership qualities and personal characteristics necessary for working effectively with pupils, teachers, and parents as attested to by a division superintendent of schools or the chief administrative officer of a private school or by an official in an institution of higher learning who is in a position to evaluate the applicant's qualifications.

3. Have successfully completed a minimum of fifteen semester hours with at least one graduate course in each of the following areas:

   School Administration
   Supervision of Instruction
   Secondary (including intermediate or middle) School Curriculum Development
   School Law
   School-Community Relations

4. Have at least three years of successful experience as a teacher, administrator, or supervisor, one year of which must have been at the secondary level.

5. The applicant's course of study shall include, at the graduate or undergraduate level, training in drug education. Such training may constitute a separate course or may be included in one or more of the courses listed under Item 3 above.

SUPERVISORY PERSONNEL

Assistant Superintendent for Instruction
Director of Instruction
General Supervisor

1. Hold the Postgraduate Professional Certificate.

2. Have demonstrated the leadership qualities and personal characteristics necessary for working effectively with pupils, teachers, and parents as attested to by a division superintendent of schools or by the chief administrative officer of a private school or by an official in an institution of higher learning who is in a position to evaluate the applicant's qualifications.

3. Have had, within the last ten years, a minimum of five years of successful experience as a teacher, administrator, or supervisor. It is desirable that there be at least one year of experience at both the elementary and secondary school levels.

4. Have successfully completed a minimum of fifteen semester hours with at least one graduate course in each of the following areas:

   Supervision of Instruction
   Elementary and Secondary School Curriculum Development

School Administration
Teaching Materials, Resources and Media
Evaluation of Instruction

5. In addition, the applicant should have completed courses dealing with group processes and understanding learning problems. Supervisory experience at the appropriate level(s) under careful supervision is recommended.

Elementary Supervisor
Secondary Supervisor

1. Hold the Postgraduate Professional Certificate.
2. Have demonstrated the leadership qualities and personal characteristics necessary for working effectively with pupils, teachers, and parents as attested to by a division superintendent of schools or by the chief administrative officer of a private school or by an official in an institution of higher learning who is in a position to evaluate the applicant's qualifications.
3. Have had, within the last ten years, a minimum of three years of successful experience as a teacher, administrator, or supervisor at the level to be supervised.
4. Have successfully completed a minimum of fifteen semester hours with at least one graduate course in each of the following areas:

   Supervision of Instruction
   Curriculum Development—appropriate to the level at which the individual is to be endorsed
   School Administration
   Teaching Materials, Resources and Media
   Evaluation of Instruction

5. In addition, the applicant should have completed courses dealing with group processes and understanding learning problems. Supervisory experience at the appropriate level(s) under careful supervision is recommended.

Special Education Supervisor

1. Hold the Postgraduate Professional Certificate.
2. Have demonstrated the leadership qualities and personal characteristics necessary for working effectively with pupils, teachers, and parents as attested to by a division superintendent of schools or by the chief administrative officer of a private school or by an official in an institution of higher learning who is in a position to evaluate the applicant's qualifications.

3. Have had, within the last ten years, a minimum of three years of successful experience as a teacher, at least two years of which shall have been in a program for exceptional children.

4. Have successfully completed a minimum of fifteen semester hours with at least one graduate course in each of the following areas:

   Supervision of Instruction
   Special Education Curriculum Development
   School Administration
   Teaching Materials, Resources and Media
   Evaluation of Instruction

5. Certificate must contain endorsement in one area of exceptionality.

Reading Specialist

A. General Requirements

   1. Hold or be eligible for the Collegiate Professional Certificate.

   2. Have at least three years of successful classroom teaching experience in which the teaching of reading was an important responsibility of the position.

B. Successful completion of a planned program for the master's degree to include:

   1. A minimum of 12 semester hours in graduate level courses with at least one course in each of the following:

      a. Foundations or Survey of Reading

      b. Diagnosis and Remediation of Reading Difficulties

      c. Practicum in Diagnostic and Remedial Techniques in Reading

   2. Have completed, at the undergraduate or graduate level, study in each of the following areas:

      a. Measurement and/or evaluation

      b. Child and/or adolescent psychology

      c. Psychology, including such aspects as personality, cognition, and learning behaviors*

      d. Literature for children and/or adolescents

An applicant who holds a master's degree with a concentration in

* These experiences in Psychology should be beyond those required for professional certification and may be earned in such courses as Advanced Educational Psychology, Learning Theory, Advanced Human Growth and Development, etc.

Reading earned from an accredited institution on or before September 1, 1974, and who meets the general requirements under Item A, 1 and 2, may be eligible for the Reading Specialist endorsement without having completed the specific courses listed under Item B.

The Reading Specialist may be designated as a person (1) who works directly with pupils or (2) who works with teachers, administrators, and other professionals to improve and coordinate the total reading program of the school.

A person certified as a Reading Specialist may be a classroom teacher of reading (developmental or remedial), a resource or helping teacher, a reading consultant, a reading diagnostician, or a reading clinician. All persons having any of these responsibilities (or positions) other than a classroom teacher of developmental reading should have this endorsement.

SUPERVISORY POSITIONS IN VOCATIONAL EDUCATION

Director of Vocational Education
Supervisor of Agriculture Education
Supervisor of Business Education
Supervisor of Distributive Education
Supervisor of Home Economics Education
Supervisor of Industrial Arts Education
Supervisor of Trade and Industrial Education

1. Hold the Postgraduate Professional Certificate.
2. Have demonstrated the leadership qualities and personal characteristics necessary for working effectively with people, including pupils, teachers, parents and others (business and community agencies), as attested to by a division superintendent of schools or the chief administrative officer of a private school or by an official in an institution of higher learning who is in a position to evaluate the applicant's qualifications.
3. Must have had at least two years of experience as a teacher in a vocational field.*
4. Within the last ten-year period, have completed five or more years of successful experience in a vocational education field as a teacher, an administrator, a supervisor, and/or a teacher educator.

* The teaching experience for a program supervisor shall be in the area to be supervised. (For example, a supervisor of business education shall have two years teaching experience in business education.)

5. Have successfully completed at least one graduate course in each of the following areas:
   - — History and philosophy of vocational-technical education
   - — Organization and administration of vocational-technical education (in respective field)
   - — Curriculum development in vocational-technical education (in respective field)
   - — Supervision of instruction

PUPIL PERSONNEL SERVICES POSITIONS

The pupil personnel services personnel for whom endorsement may be granted are Guidance Counselors (Elementary and Secondary), School Psychologists, Social Workers (home-school-coordinators) and Visiting Teachers.

Guidance Counselor (Elementary and/or Secondary)

1. The applicant shall hold a master's degree.
2. The applicant shall have a minimum of one successful academic year of full-time experience in a professional school position.
3. Applicants shall have completed twenty-one semester hours of graduate credit, including a course in each of the following areas:
   a. Philosophy and principles underlying guidance and other pupil personnel services.
   b. Counseling theory and practice
   c. Educational and psychological measurement—individual appraisal
   d. Personal, social, educational, and career development, including the use of vocational and educational information
   e. Understanding the individual—the nature and range of human characteristics
   f. Group processes
   g. Supervised experience discharging the duties of a counselor

   Note: Applicants for endorsement who hold a valid certificate and who submit evidence of one academic year of successful, full-time experience as a guidance counselor at the appropriate level may substitute another appropriate graduate course for the supervised experience.

4. The applicant for endorsement as an elementary guidance counselor shall have completed a graduate course in Elementary School Guidance and have satisfied Items 2 and 3-g with elementary school age children.

School Psychologist

1. The applicant shall hold a master's or higher degree.
2. The applicant shall have completed one academic year of full-time successful internship as a school psychologist in an accredited school.
3. The applicant shall have completed a minimum of 48 semester hours of graduate credit listed in the areas below:
   a. The Individual Study of the Child. . . . . 15 semester hours

      Each of the following areas *must* be included:

      (1) The meaning and assessment of intelligence
      (2) Personality assessment techniques
      (3) Integration and assessment techniques
      (4) Assessment of learning difficulties, psychomotor functioning, or behavior disorders
      (5) Psychology of the atypical child

   b. Learning and Remediation . . . . . 9 semester hours

      Each of the following areas must be included:

      (1) Curriculum
      (2) Learning theory
      (3) Remedial methods in reading or learning disabilities

   c. Personality Theory and Development. . . . . 9 semester hours

      Each of the following areas must be included:

      (1) Child growth and development
      (2) Personality theory and development
      (3) Abnormal psychology

   d. School Organizations . . . . . 6 semester hours

      Distributed among the following areas:

      (1) Foundations of education
      (2) Organization and administration of schools
      (3) Role and function of the psychologist in the schools

e. Measurement and Research . . . . . 6 semester hours

Distributed among the following areas:

(1) Tests and measurements
(2) Research design
(3) Statistics
(4) Measurement accountability

f. Electives. . . . . 3 semester hours

These electives may be in psychology and/or related fields.

School Social Worker (Home-School Coordinator)

1. The applicant shall hold a master's degree from an accredited graduate school of Social Work.
2. The applicant shall have a minimum of one year of full-time successful experience as a School Social Worker.
3. The applicant shall have completed a minimum of six graduate semester hours in the area of educational foundations or curriculum.

Visiting Teacher

1. The applicant shall hold a master's degree.
2. The applicant shall have completed one academic year of successful teaching experience.
3. The applicant shall have completed a minimum of 21 semester hours of graduate credit distributed in the following areas:
   a. Human Behavior
      (1) Human Growth and Development
      (2) Psychology (child, educational, abnormal or adjustment)
      (3) Sociology (educational, family, group dynamics)
   b. Theory and Methods
      (1) Theory and Casework Methods
      (2) Seminar in Visiting Teacher Services
      (3) Community Organizations
   c. Evaluation
4. The applicant shall have completed a one-year supervised experience program.

PROVISION FOR EXCEPTIONS

Exceptions to the qualifications for these positions may be allowed by the Board of Education upon submission of satisfactory reasons by division superintendents of counties and cities proposing to employ the applicants.

SECTION III

ADMINISTRATIVE PROCEDURES

RENEWAL OR REVIVAL OF CERTIFICATES

The Postgraduate Professional Certificate, Collegiate Professional Certificate, Pupil Personnel Services Certificate, and Postgraduate Pupil Personnel Services Certificate may be renewed or revived when the following conditions have been met:

1. Recommendation for renewal or revival by the employing division superintendent and completion of a minimum of six semester hours of course work (three of which may be in non-credit courses completed through a program which has received prior approval from the Division of Teacher Education) taken at an accredited college or university.
2. The expired Virginia teaching certificate must be submitted for renewal or revival.

RENEWAL OF VOCATIONAL INDUSTRIAL EDUCATION CERTIFICATES

To remain in force, the Vocational Industrial Education Certificate must be renewed every five years by earning within the five-year period the prescribed number of college credits as outlined in the sections that follow:

1. During the initial five-year period of endorsement:

   Every holder of the Vocational Industrial Education Certificate shall complete a minimum of 12 semester hours* of college credits in courses from the following general areas of vocational in-

* Course work in an accredited institution prior to the issuance of this certificate may be applied toward the fulfillment of this requirement but the holder of the Vocational Industrial Education Certificate must have completed all 12 semester hours credit prescribed above by the end of the first five-year period of endorsement. Regardless of the number of credits that a teacher may have for prior course work that are applicable to the prescribed 12 semester hours, a minimum of six semester hours credit must be earned during the first five-year period either from the courses prescribed in (1) above or from other subject areas required for the completion of a degree in vocational industrial education.

dustrial and general education: (a) curriculum development, (b) shop organization and management, (c) teaching methods, (d) communicative skills, (e) industrial economics, (f) evaluation methods and procedure, (g) psychology. (A minimum of six semester hours of credit submitted to satisfy this requirement must be earned through courses from areas a, b, or c. The remaining six semester hours may be earned through courses from any of the areas including a, b, and c.)*

2. During each subsequent five-year period of endorsement:

   The Vocational Industrial Education Certificate must be renewed each subsequent five-year period of endorsement by completing within the five-year period six semester hours of college credit in subject areas required for completion of a degree in vocational industrial education.

TEMPORARY CERTIFICATION

Regular certificates valid for one year and subject to extension for one additional year on the basis of extenuating circumstances will be issued to:

I. Qualified applicants who cannot fully establish credentials for prior teaching service as having been satisfactory.

II. Applicants entering the profession five or more years after last formal study.

III. Applicants who hold valid degrees, but do not fully meet certain Virginia general education or specific certification requirements. The additional credits needed shall be earned during the period of validity of the temporary certificate.

DATING CERTIFICATES WHEN RAISED TO HIGHER GRADE

Certificates are dated from July 1 of the year in which they are issued. July 1 is the beginning of the fiscal year. When raised to a higher grade, they are issued under the following conditions:

* Course work in an accredited institution prior to the issuance of this certificate may be applied toward the fulfillment of this requirement but the holder of the Vocational Industrial Education Certificate must have completed all 12 semester hours credit prescribed above by the end of the first five-year period of endorsement. Regardless of the number of credits that a teacher may have for prior course work that are applicable to the prescribed 12 semester hours, a minimum of six semester hours credit must be earned during the first five-year period either from the courses prescribed in (1) above or from other subject areas required for the completion of a degree in vocational industrial education.

I. The Collegiate Certificate, when raised to the Collegiate Professional, will be dated from July 1 of the year in which the required credit or teaching experience is completed.

II. The Postgraduate Professional Certificate, when issued to replace the Collegiate or the Collegiate Professional Certificate, will be issued from the date of qualification.

REGULATIONS RELATIVE TO REVOCATION, SUSPENSION, DENIAL, CANCELLATION AND REINSTATEMENT OF TEACHING CERTIFICATES

Section 1. *Authority:*

These regulations are being promulgated pursuant to Section 22-19 of the Virginia Code as amended.

Section 2. *Reasons for Revocation, Suspension or Denial:*

A teaching certificate may be revoked, suspended or denied for the following reasons:

a. Obtaining or attempting to obtain such certificate by fraudulent means or through misrepresentation of material facts;

b. Falsification of school records, documents, statistics or reports;

c. Conviction of any felony or of any misdemeanor involving moral turpitude;

d. Physical, mental or emotional incapacity as shown by competent medical authority;

e. Conduct, such as immorality, or personal condition detrimental to the health, welfare, discipline or morals of students or to the best interest of the public schools of the Commonwealth of Virginia;

f. Incompetency or neglect of duty;

g. Failure or refusal to comply with school laws and regulations;

h. Misapplication of or failure to account for school funds or other school properties with which he or she has been entrusted;

i. For other good and just cause.

Section 3. *Procedure:*

a. *Complaints to be in Writing:*

When the holder of a teaching certificate is accused of any offense specified in Section 2 of these regulations, the person making the

complaint shall submit it in writing to the appropriate division superintendent.

b. *Who Can File Complaints:*

A complaint may be filed by anyone, but it shall be the duty of a division superintendent, principal or other responsible school employee to file a complaint in any case in which he or she has knowledge that a holder of a teaching certificate is guilty of any offense set forth in Section 2 of these regulations.

c. *Action by Division Superintendent:*

(1) *Investigation:*

Upon receipt of a complaint against the holder of a teaching certificate, a division superintendent or his duly authorized representative shall investigate the charge. If, on the basis of such investigation, the division superintendent finds the complaint to be without merit, he shall so notify the complaining party or parties in writing and then close his file on the matter. This action shall be conclusive of the complaint unless the local board, on its own motion, votes to proceed to a hearing on the complaint or unless circumstances are present making Section 7 of the regulations applicable.

(2) *Petition for Revocation or Suspension:*

Should the division superintendent or local board conclude that there is reasonable cause to believe that a complaint against the holder of a teaching certificate is well-founded, he shall notify the teacher of the complaint by a written "petition for revocation or suspension of a certificate" signed by the division superintendent. A copy of such petition shall be sent by registered mail, return receipt requested, to the teacher's last known address. If not otherwise known, the last known address shall be the address reflected by the records of the State Department of Education.

(3) *Form of Petition:*

The petition for the revocation or suspension of a certificate shall set forth:

(a) The name and last known address of the person against whom the petition is being filed;

(b) The type of certificate and social security number held by the person against whom the petition is being filed;

(c) The offenses which are alleged and the specific actions which comprise the alleged offenses;

(d) The name and address of the party filing the original complaint against the certificate holder;

(e) A statement of the rights under these regulations of the person charged; and

(f) Any other pertinent information.

(4) *Filing of Petition:*

The original of the petition shall be entered in the files of the local school board by which the certificate holder is employed.

(5) *Response to Petition:*

The certificate holder shall present his or her written answer, if any, to the petition within fourteen (14) days after the date of service of the petition as certified by the United States Postal Service.

(a) If the teacher in his answer states that he does not wish to contest the charges, he may voluntarily return his certificate to the division superintendent with his written and signed statement requesting cancellation. The State Superintendent is authorized, upon receipt of the certificate holder's written and signed request from the division superintendent, to cancel the teaching certificate.

(b) If the certificate holder files his written answer admitting the charges, or refuses to accept the copy of the petition from the postal authorities, or fails to file a written answer within fourteen (14) days after service of the petition upon him, or has failed to provide postal authorities with a forwarding address so that the petition can be delivered, the local board shall proceed to a hearing as described in Section 3.c.(5)(c) below.

(c) If the certificate holder files his written answer denying the charges in the petition, the local board shall provide a hearing at the time and place of its regular meeting or at such other reasonable time and place it may specify. The certificate holder or his representative (if any) shall be given at least fourteen (14) days notice of the hearing in the same manner as specified in Section 3.c.(2) of these regulations.

(d) Following its hearing, the local board shall receive the recommendation of the division superintendent and then either dismiss the charges or make such recommendation relative to revocation or suspension of a certificate as it deems appropriate. A decision to dismiss the charges

shall be final (except as specified in Section 7 below), and the file on the charges shall be closed forthwith. Should the local board recommend the revocation or suspension of a certificate, this recommendation along with all supporting evidence shall promptly be forwarded by the division superintendent to the State Superintendent.

Section 4. *Right to Counsel and Transcript*

A certificate holder shall have the right, at his own expense, to be represented by counsel of his choice at the local board hearing provided for in Section 3 above or in the proceedings before the State Board as specified in Section 5 below. Counsel may, but need not, be an attorney. Any hearing before a local board under Section 3.c.(5)(c) above and any hearing before the State Board under Section 5.b. below shall be recorded; and the party charged shall, upon written request, be provided a hearing transcript without charge.

Section 5. *Action by the State Superintendent and State Board:*

a. *Report to State Board; Notice of Hearing:*

Upon receipt of a recommendation by a local board that a certificate be revoked or suspended, the State Superintendent shall have such additional investigation performed as he deems necessary. He shall then present his report to the State Board or its duly designated committee at one of its duly scheduled meetings. The certificate holder shall be given at least fourteen (14) days notice (in the manner specified in Section 3.c.(2) herein) of the date on which the State Superintendent's report will be heard by the State Board or its committee. A hearing may, where necessary, be continued from one State Board or committee meeting to another.

b. *Hearing:*

The State Board, or its duly designated committee, shall receive and consider the report of the State Superintendent and such relevant and material evidence as the certificate holder may desire to present at the hearing. At the conclusion of the hearing the State Superintendent may make his recommendation as to what revocation or suspension action should be taken by the State Board. The State Board will then enter its order within fourteen (14) days after the hearing has been concluded. This order will contain findings of fact either sustaining or dismissing the complaint.

c. *Decision Not to Revoke or Suspend:*

If the decision of the State Board is not to revoke or suspend the

certificate, the certificate holder and the principal complainants will be so notified and the State Board's file on the case will thereupon be closed.

d. *Decision to Revoke or Suspend:*

If the decision of the State Board is to revoke or suspend the certificate, a written order therefor will be entered in the minutes of the meeting at which the matter was decided. A copy of such order will be sent to the certificate holder and the principal complainants.

Section 6. *Right of Certificate Holder to Appear at Hearing:*

A certificate holder shall have the right to appear in person at local board, State Board or State Board Committee hearings described herein unless he is confined to a jail or penal institution. But the local board or State Board may, in its discretion, continue such hearings for a reasonable time (such as in the case of the certificate holder's physical or mental disability) so as to give the certificate holder an opportunity to appear in person.

Section 7. *Revocation or Suspension on Motion of State Board:*

The State Board reserves to itself the right, in situations exceptional to the foregoing regulations, to act directly in revoking or suspending a certificate. But no such revocation or suspension will be ordered without the certificate holder involved being given the opportunity for the hearing specified in Section 5.a. and Section 5.b. above.

Section 8. *Denial of Certificates:*

a. *Expired Certificates:*

A teaching certificate which has expired may be denied renewal or revival by the State Superintendent for any of the reasons specified in Section 2 of these regulations. But no such denial will be ordered without the certificate holder involved being given the opportunity for the hearing specified in Section 5.a. and Section 5.b. above.

b. *Revoked Certificates:*

Persons whose certificates have been revoked by another state shall not be certified in Virginia.

Section 9. *Notification:*

Notification of the cancellation, revocation, suspension or denial of a teaching certificate shall be made by the State Superintendent, or his designee, to division superintendents in Virginia and chief state school

officers of the other states and of the territories of the United States.

Section 10. *Reinstatement:*

A person whose certificate has been revoked, suspended or cancelled may apply to the State Board at any time for reinstatement of the certificate. Such application will not be granted, however, unless the State Board is satisfied that reinstatement would be in the best interest of the former certificate holder and the public schools of the Commonwealth of Virginia.

Section 11. *Separability:*

If any provision of these regulations or the application thereof be held invalid, the remainder of these regulations and the application thereof to the parties in other circumstances where not held invalid shall not be affected thereby.

SUBSTITUTE TEACHER

A substitute teacher who teaches continuously in excess of 60 days or in excess of a total of 90 days in any one school year shall hold a certificate.

ADMINISTERING THE CERTIFICATION REGULATIONS

In administering these regulations, modifications may be made in exceptional and justifiable cases by the Superintendent of Public Instruction upon the recommendation of the division superintendent of schools, or the chief administrative official of a private school.